



Foreign Affairs Handbook

5 FAH-3 – TAGS/Terms Handbook

Transmittal Letter: TAGS-15

Date: February 27, 1998

TAGS/TERMS UPDATES

MAJOR CHANGES

1. The Office of IRM Programs and Services, Programs and Policies Division is responsible for the TAGS/Terms Handbook. Please direct all questions concerning the proper usage of TAGS, request for new TAGS, etc. to A/IM/IPS/PP on (202) 647-6762 or (202) 647-5045.

2. The expansion of Internet technology in the way the Department conducts business has resulted in the development of the following TAGS to facilitate distribution, research and retrieval of this information: AINT, EINT, TINT and KWWW.

3. In addition to KWWW, the following K TAGS were also added: KALM, KJRE, KNAR, KRAD, KSEI and KSPR.

4. The following terms were added: Access, Address, Bit Map, Browser, Byte, Communications Lines, Competition, Connectivity, Content, Cost/Price of Service, Data Storage, Democracy Economic Conditions, Domain Names, DNS, Download, Electronic Commerce, Encryption, E-mail, E-mail Address, Expansion, Firewall, Free Flow of Information, Index, Index File, Information Availability, Interconnectivity, Internet, ISP, Link, Log in, Modem Search Engine, Netiquette, Network, Online, Password, Privacy, Program Manager, Public Access, Reporting, Search Engine, Server, System Administrator, Technological Development, Telnet, Text File, TLDs, Transmission Control Protocol, Unauthorized Usage, Upload, Winsock, WWW, and Zip.

5. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

6. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of the Current TAGS/Program TAGS issued under TL:TAGS-13, dated 10-30-96 and TAGS-14, dated 4-4-97, 5 pages and replace with the new Current TAGS/Program TAGS (5 pages). Remove and destroy 5 FAH-3 H-100 Sections Administration, Economic Affairs, and Technology and Science issued under TL:TAGS-13, dated 10-30-96, 56 pages and replace with the attached sections, 60 pages. Remove and destroy 5 FAH-3 H-500 issued under TL:TAGS-14, dated 4-4-97, 19 pages and replace with the attached new Chapter, 21 pages. Remove and destroy 5 FAH-3 H-800 issued under TL:TAGS-13, dated 10-30-96, 71 pages and replace with the attached new Chapter, 74 pages.

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:TAGS-15, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Handbooks* (unclassified) are issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/IM/CST/MMS/CB, directly. The Coordinator is located in Room 1659 NS, (202) 736-4940, FAX (202) 736-4924. E-Mail via DOSNET: INFOEXPRESS.

2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/IM/CST/MMS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/IM/CST/MMS/PB, Room 1853, (202) 736-7470, FAX (202) 647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to A/IM/IPS/PP/LC, who may be reached at (202) 647-6762.

(A/IM/IPS/PP)